

OFM Training

ACCOUNTING DIVISION

CONTRACTING FOR MID-LEVEL MANAGERS

- Class Description:** This three-and-one-half-hour class focuses on the manager's role in the contracting process. Topics include basic contracting rules and principles which guide the contracting process. This class meets the mandatory training requirement for state agency staff who execute, but do not manage, personal service and/or client service contracts. If state agency staff manage these contracts, either the Introduction or Overview class meets the training requirement. (RCW 39.20)
- Target Group:** Agency managers that execute, but do not manage, personal and/or client service contracts.
- Class Objectives:** At the conclusion of this class, each participant should:
- Better understand how to balance flexibility of process with protection for the agency.
 - Understand basic contracting rules and principles.
 - Better understand contracting issues.